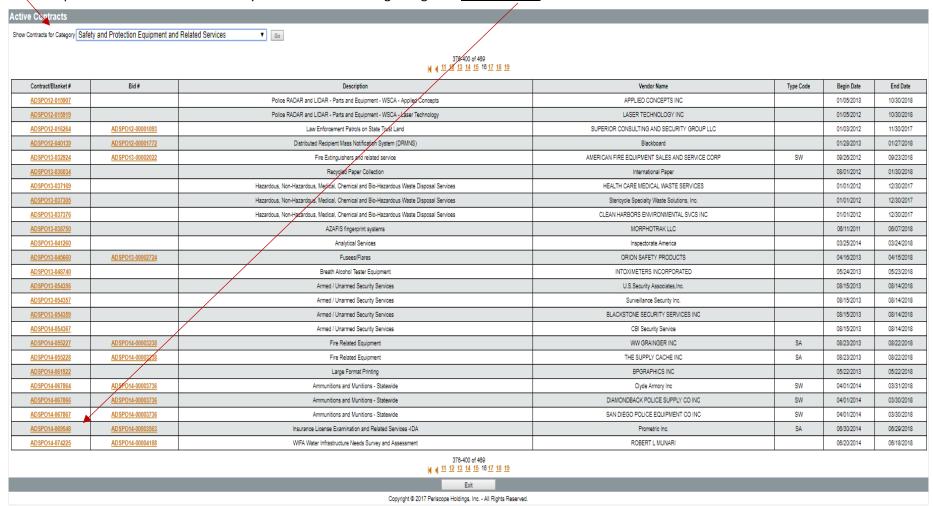
## **Guide to Searching for Open Contracts with Security Equipment Vendors**

- 1. Many courts may be able to obtain security equipment and services through an open state, county, or city contract with a vendor. The following information demonstrates how to search the Arizona State Procurement website and gives an example of searching a County Procurement website for open contracts, as well as what to look for to determine if a contract is open to other government entities.
- 2. Each court should ensure they understand their local procurement code to determine if they may simply choose a vendor with an open government contract or if they will still require a certain number of bids and what types of bids are required based on the amount of goods or services being sought.
- 3. Most counties have a Chief Procurement Officer, and those contact persons often can be contacted to ask any questions about open contracts identified, if additional information is sought.

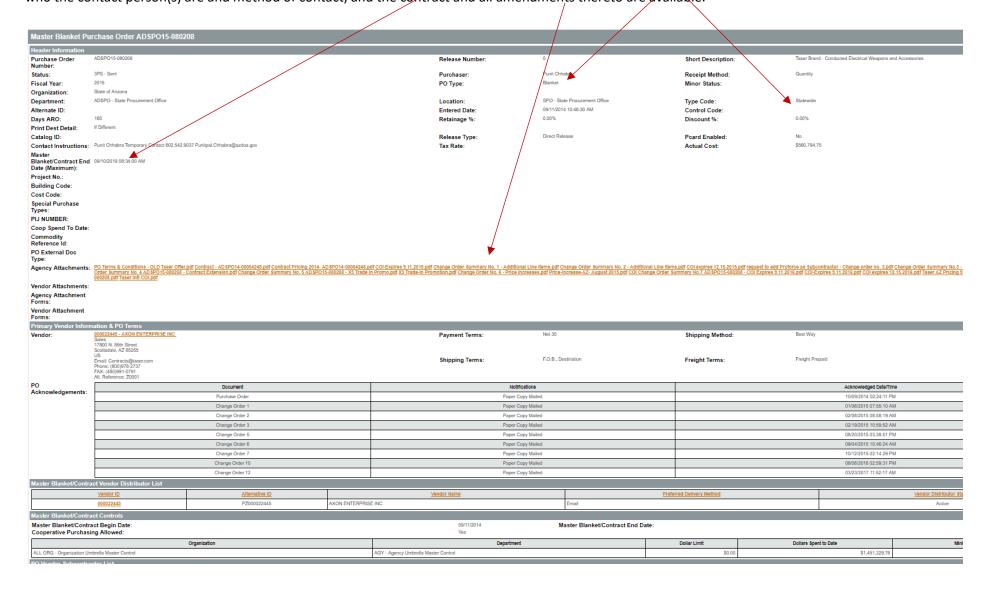
## EXAMPLE #1: Use of the Arizona state procurement website, https://procure.az.gov/bso/

From the homepage of the website, click Active Contracts Note contact information and Help Guides ne to ProcureAZ, the State of Arizona's For assistance contact the ProcureAZ Help Desk at 602-542-7600 or email procure@azdoa.gov Monday through Friday from 7:00am to 5:00pm MST. rocureAZ Help Desk will be closed Friday, November 10th, in observance of Veterans Day To view online tutorials and quick reference guides for using the procurement portal, please visit the <u>ProcureAZ State Agency</u> we page or the <u>ProcureAZ Resources for Vendors</u> we page. FOR NEW VENDORS: Please ensure that you complete the entire registration process including selecting commodity codes as the last step, in order to ensure that you receive notifications about solicitations If your password is at least 30 days old you will be asked to reset it. How to Register in ProcureAZ step-by-step guide How to Respond to Bids (Solicitations) step-by-step guide Register here to begin using ProcureAZ. Vendors, please read this disclaimer prior to registering Complete registration here to begin using ProcureAZ. Vendors, please read this disclaimer prior to completing registration. Open Bids Browse open by opportunities. Active Contracts wse active Contracts/Blankets. Contract & Bid Search Search for Bids and active Contracts/Blankets

Then choose from the top left drop down menu, *Safety and Protection Equipment and Related Services* and click *Go*Open contracts are identifiable by contract numbers beginning with **ADSPO#####** 



Click on the contract number of a vendor or service and the start and end dates of the contract; whether the contract is open to all agencies; who the contact person(s) are and method of contact; and the contract and all amendments thereto are available.

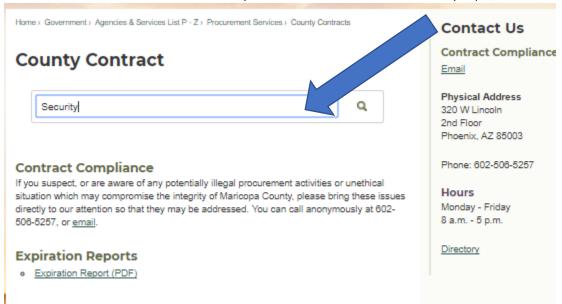


## **EXAMPLE #2: SAMPLE COUNTY PROCURMENT WEBSITE**

Locate a county procurement office website by searching your browser for e.g. "Maricopa County Procurement Office" and then identifying the link to contracts.

Note the name and link to email for the Chief Procurement Officer who can be a helpful resource as well. MARICOPA I Want To... Services Residents Business Government COUNTYAZ How Can We Help? a Home > Government > Agencies & Services List P - Z > Procurement Services Contact Us Doing Business Kevin Tyne Office of Procurement Services Vendor Registration Chief Procurement Officer Solicitations Welcome to the Office of Procurement Services. **Procurement Services** Transparent, fair and competitive public procurement Email the Office across the County generates business opportunities, Construction drives economic growth and creates jobs. By rethinking Physical Address the entire approach to purchasing, professionalizing public 320 W LINCOLN ST #2 buyers, cutting red-tape, and capitalizing on the benefits PHOENIX, AZ 85003-2438 of the digital revolution, procurement can be made more efficient, more effective, and more citizen and business-County Contracts friendly. Improved governance, the simplification of procedures and the greater use of electronic tools in Award Notices public procurement are also important tools for fighting fraud and corruption. Ethics in Procurement Vendor Registration Standard Terms & Conditions In order to do business with Maricopa County, vendors must register at www.BidSync.com. (PDF) Upon award, first-time payees will be required to complete payee registration using your TIN and BidSync supplier number. Map date \$2017 Google Terms of Use Procurement Code Directions Awards Cooperative Purchasing Phone: 602-506-3967 2017 NPI Achievement of Excellence in Procurement Award Fax: 602-258-1573 2016 NACo Achievement Award Public Records 2015 UPPCC Excellence in Achievement Award Hours 2013 O4A Award Monday - Friday 2013 NIGP 60 Year Anniversary (PDF) 8 a.m. - 5 p.m. 2012 Government Procurement Magazine Heloful Links Directory Feedback Survey Calendar November 2017 Thu Nov. 23 M 30 County Observed Holiday 10 Fri Nov. 24 12 13 15 18 17 21 22 23 24 County Observed Holiday 27 28 28 29 Mon Dec. 25 County Observed Holiday VIEW ALL

From there search the contracts. Usually these websites can be searched by topic, such as "security"



Most County or Municipal websites do not list their contracts by contract number or have an easy way to identify them as open for others to use. Therefore, search by vendor or topic and some work of opening and reviewing contracts will be needed.

opening and review	wing contracts will be needed.	
	Quality Assurance/systems Testing Analyst IT Security Engineer IT Server Based Computing Engineer IT Sr. EDP Planning Analyst IT Storage 617 KB	
	16111RFP - 16111-EXHIBIT A-3-GUIDESOFT, INC. DBA KNOWLEDGE SERVICES-ALL STATES TECHNOLOGY - 15 (PDF) - Apr 14, 2017 https://www.maricopa.gov/documentoentee/view/28567	
	Analyst II IT Programmer Analyst III IT Project Administrator IT Project Director IT Project Manager IT Quality Assurance Engineer IT Quality Assurance Manager IT Quality Assurance/systems Testing Analyst IT Security Engineer IT Server Based Computing Engineer IT Sr. EDP Planning Analyst IT Storage 617 KB	
	16111RFP - 16111-EXHIBIT A-3-GUIDESOFT INC. DBA KNOWLEDGE-ALL STATES TECHNOLOGY - 15301252 (PDF) - Mar 22, 2017 https://www.maricopa.gov/documentoenter/view/28385	
	Analyst II IT Programmer Analyst III IT Project Administrator IT Project Director IT Project Manager IT Quality Assurance Engineer IT Quality Assurance Engineer IT Quality Assurance/systems Testing Analyst IT Security Engineer IT Server Based Computing Engineer IT Sr. EDP Planning Analyst IT Storage 617 / IB	
	11030RFP - EMERGENCY NOTIFICATION SYSTEM - 15000923 (PDF) - Marr 21, 2017 https://www.maricopa.gov/documentoenter/view/25823 enter their own unique 1- to 9-digit pin code to receive the notification message. SERIAL 11030-RFP CASSIDIAN COMMUNICATIONS RESPONSE COMPLY: The Communicator! NXT application includes a means for delivering security-sensitive information through user-defined ID codes (up to 20 digits 887 KB	

When contract is clicked on, scroll through to see start and end dates and whether open for other agencies to use. Often the first exhibit to contract will have this information, see example:

## EXHIBIT A PRICING

SERIAL 11030-RFP		
NIGP CODE:72518, 83845, 91572		
	Airbus DS Communications, Inc.	
ESPONDENT'S NAME: <u>Dialogic Communications Corp. (dba Cassidian Commu</u>		
COUNTY VENDOR NUMBER:	2011005551 0 2 <del>011000634 0</del>	
	42505 RIO NEDO, TEMECULA, CA 92590	
ADDRESS:	117 Seaboard Lane, Suite D-100, Franklin, TN 37067	
P.O. ADDRESS:	P.O. BOX 9007, TEMECULA, CA	
TELEPHONE NUMBER:	615-790-2882	
FACSIMILE NUMBER:	615-790-1329	
WEB SITE:	www.Airbus-DSComm.com www.eassidianeommunicatio	
CONTACT (REPRESENTATIVE):	Donna Aubry Ryan Fugler	
REPRESENTATIVE'S E-MAIL ADDRESS:	Donna.Aubry@airbus-dscomm.com ryan.fy	
	YES	
WILL ALLOW OTHER GOVERNMENTAL ENTITIES TO PURCHASE [X] [] FROM THIS CONTRACT		
WILL ACCEPT PROCUREMENT CARD FOR	PAYMENT: [x] []	

Payment Terms: [x] NET 30 DAYS